

Steps for Registration of Employees on Attendance Portal of Education

1. Attendance Portal for Government of India www.attendance.gov.in
2. Attendance Portal for [Secondary\(hrsedu.attendance.gov.in\)/](http://Secondary(hrsedu.attendance.gov.in)/) [Elementary \(hreedu.attendance.gov.in\)](http://Elementary(hreedu.attendance.gov.in))
3. Steps for registration of employees
 - i) First collect detail of all employees as per performa below:

Sr. No.	Name of Employee	Designation	Division/Unit	Employee type (Govt./ Contractual / Outsourcing / Daily wages)	Gender (Male/ Female)	Date of Birth	Mobile No. (10 Digit) (Can not be repeated)	Email ID (Can not be repeated)	Aadhar Number (Can not be repeated)	Photo (only .jpg format and size upto 150 KB can be uploaded to site)

- ii) Scan the photographs in .jpg format with size less than 150KB. You can take photograph from mobile and transfer it to your desktop computer. It will also serve the purpose.
- iii) Go to education attendance website hrsedu.attendance.gov.in
- iv) Go to link “Dashboard>Employee Registration” on the left side. Following screen will come.

The screenshot displays the 'Employee Registration' page on the 'haryana Attendance' portal. The page is titled 'Employee Registration create on-boarding request'. The left sidebar contains navigation options: Dashboard, Employee Registration, Employee Login, FAQ, Login, and Go to Attendance.gov.in. The main content area is divided into two sections: 'Personal Details' and 'Organization Details'. The 'Personal Details' section includes fields for Employee Name, Date of Birth (format dd-mm-yyyy), Gender (dropdown), Enter Aadhaar Number, E-Mail, and Mobile No. (with an example 'eg 9876512345'). A 'Next' button is located at the bottom of this section. The 'Organization Details' section is currently inactive. To the right of the form, there are 'Instructions for filling the Employee On-boarding request form:' and a 'Note:' section.

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select Employee Type
9. Select the name of your Division/Unit within the Organization
10. Select your Designation (only when Employee Type is Government)
11. Select your office location.(e.g. your office building name)
12. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
13. Please enter the captcha code.
14. Please review the form before submission.

Note:

- a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.
- c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Enter the detail of employees i.e. Name, Date of Birth, Gender, Aadhar Number, E-mail ID and Mobile Number in the prescribed blocks. Please note that E-mail ID and Mobile No. cannot be repeated for two employees. Aadhar number once entered cannot be changed. All other details can be changed by entering in the option of Editing and right to that are only reserved to TNO of the education, so requested to enter the detail correctly. After filling all details, press the Next button, following screen will display.